

# IM BOARD MEETING SUMMARY

## April 27, 2000

### Meeting Agenda

- Review agenda and 3/23/00 meeting action items. (Griffin)
- Present IM development status. (Hughes)
- Approve second IMSC lead. (Valdez)
- Vote on whether the IM budget should be used to acquire additional (1) Mac laptops and (2) Macs for their graphics capabilities after the October 1, 2001 scheduled phase-out of Macs in the Office of Science (Valdez/Group)
- Present plan to leverage SC laboratory IM capabilities. Request Board approval of plan (Yockman)
- Present white papers for new IM requirements. Request Board approval of additional funds (Yockman)
- Brief Support Center enhancement. For information only (Yockman)

### Meeting Attendees

Name	Role	Organization	Contact #	Attendance
Bill Valdez	Chair	SC-5	6-9942	Local
Ted Griffin	Exec. Sec.	SC-621	3-4602	Local
Bob Sevigny		SC-1	6-4518	Local
Peggy Burris	Member	SC-4	6-7265	Phone Conference
Steve Buswell	Member	SC-7	6-9741	Phone Conference
Greg Dilworth	Member	SC-17	3-2873	Local
Bob Woods	Member	SC-22	3-4801	Local
John Willis	Member	SC-55	3-4095	Local
Myrna Vallette	Member	SC-62	3-3444	Local
John Alleva		SC-64	3-5212	Local
Mike Riches	Member	SC-70	3-3264	Local
Marvin Stodolsky		SC-72	3-4475	Phone Conference
Carolyn Murphy	Member	SC-80	6-9776	Local
John Yates	Member	SC-82	3-8435	Local
	Member	ESMT		Local
Dick Yockman		SC-621	3-3394	Local
Gene Hughes		SC-621	3-5409	Local
Robbie Green		SC-621	3-5015	Local
Pat Rice		SC-621	3-4556	Local
Pat Flannery		SC-621	3-9002	Local
Jason Kruse		SC-621	3-6592	Local
Mike Flint		SC-621	3-1145	Local
Dean Pianta		SC-621	3-9002	Local
Nick Chaconas		SC-621	3-9055	Local
Mike Gercken		SC-621	3-5253	Local
Michael Lynott		SC-621	3-6409	Local

## **Meeting Summary**

### **Review agenda and 2/3/00 meeting action items.**

The three 3/23/00 meeting action items were reviewed:

- Ensure that all SC HQ program offices are included in the current testing of IMSC. (Hughes) Completed. Presented as part of “development status” below.
- Determine the availability of the second recommended IMSC team lead. (Valdez) Completed. Presented as part of “approve new IMSC leads” below.
- Present a white paper for the following new IM requirements at the next meeting: Exchange/Outlook for CH, SC homepage, Streaming video, Expanded user training, and Electronic records management project. (Yockman) Completed. Presented as part of “new IM requirements” below.

The agenda was then reviewed.

### **Present IM development status.**

An overview of IM development efforts in accordance with the SC HQ FY2000 IM Operating Plan was presented. Worksheet Exchange is available to program users effective May 1, 2000. During this time, testing and training will be provided to all users in preparation of full system rollout.

### **Approve second IMSC lead.**

The Board unanimously approved Marvin Stodolsky as one of two new IMSC leads. (John Alleva was approved as the other lead during the March 23, 2000 meeting.)

### **Vote on whether the IM Budget should be used to acquire additional (1) Mac laptops and (2) Macs for their graphics capabilities after the October 1, 2001 scheduled phase-out of Macs in the Office of Science.**

The IM Board voted to allow the acquisition of Mac laptops using IM budget money beyond October 1, 2001 with the following restrictions: a justified business requirement must be submitted with each request to the Support Center; SC621 will not provide maintenance support; and no Mac laptops can be connected to the SC HQ IM infrastructure. The IM Board voted not to allow the acquisition of Macs for their graphics capabilities after October 1, 2001.

### **Present plan to leverage SC Laboratory IM capabilities. Request Board approval of the plan.**

The plan to leverage SC Laboratory IM capabilities was presented. Board members are to review the plan and be prepared to discuss their conclusions at the next meeting.

### **Present white papers for new IM requirements. Request Board approval on additional funds.**

White papers for “SC Homepage” and “Streaming Video” were presented. The Board approved both as a pilot, allocated \$10,000, and requested periodic updates. A white paper was not presented for “Expanded User Training”. This requirement will be considered during the development of FY2001–2004 SC HQ IM Strategic Plan. A white paper was not presented for “Electronic Records Management Project”. It is too early to tell whether this will be an FY2000 or FY2001 requirement.

### **Brief Support Center enhancement (Green)**

This item was skipped due to time constraints.

### **Action Items**

- Present May JAD / RAD session results. (Hughes)
- Review the plan to leverage SC Laboratory IM capabilities and be prepared to discuss conclusions at the next meeting. (IM Board members)